COURSE SYLLABUS

# Federal Staffing and Placement Course

This course provides HR practitioners with the knowledge and tools to navigate federal staffing procedures, covering recruitment, hiring, qualifications, merit promotion, and in-service placement actions.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/federal-staffing-and-placement




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## Course Outline

**Module 1: Evolution of the Merit System**

- Explore the historical development of the merit system in federal employment, from the Spoils System to the Civil Service Act of 1883.
- Understand the major reforms and acts that shaped the merit system, including the Civil Service Reform Act of 1978.
- Discuss merit system principles and prohibited personnel practices as a foundation for current federal HR operations.

**Module 2: Researching Legal and Regulatory Requirements**

- Learn how to research and navigate legal and regulatory references that govern federal staffing practices.
- Understand the relationships between Title 5, United States Code (5 USC), Title 5, Code of Federal Regulations (5 CFR), and other guidance.
- Explore Civil Service Rules, Public Notice requirements, and delegation agreement requirements in the federal hiring process.

**Module 3: Working for the Federal Government—Competitive Service**

- Describe the various appointing authorities leading to competitive appointments in the federal government.
- Explain the role of OPM and Delegated Examining Units (DEUs) in the competitive hiring process.
- Apply guidelines to determine the completion of probationary periods, conversion to career tenure, and reinstatement eligibility.

**Module 4: Working for the Federal Government—Excepted Service and Special Authorities**

- Learn about excepted service appointments and special authorities, such as Schedule A and Schedule B appointments.
- Understand the qualifications and requirements for working under excepted service and special authorities.

**Module 5: Temporary/Term Employment**

- Explore the different types of temporary and term appointments in the federal government.
- Understand the rules and limitations governing temporary and term employment and the conversion process to permanent positions.

**Module 6: Merit Promotion and In-Service Placement Actions**

- Learn about merit promotion and in-service placement actions within federal agencies.
- Understand the procedures for promoting employees and placing them in different roles within the same agency.

**Module 7: Qualifications**

- Understand how qualifications are assessed in the federal hiring process, including the General Schedule Qualification Standards and job analysis techniques.
- Learn how to evaluate candidates' knowledge, skills, abilities, and competencies for specific federal positions.

### Module 8: Job Analysis

- Learn how to conduct job analysis and develop rating schedules for federal positions.
- Understand the role of job analysis in aligning job descriptions with qualifications and ensuring fairness in hiring processes.

### Module 9: Recruiting the Right Person for the Right Job

- Learn strategies for recruiting qualified candidates for federal positions, focusing on sourcing, targeting, and attracting the right talent.
- Explore the importance of inclusive recruitment practices and equal opportunity in federal hiring.

### Module 10: Downsizing the Federal Workforce

- Understand the procedures and policies for downsizing the federal workforce, including reduction-in-force (RIF) and other workforce management strategies.
- Learn about the challenges and legal considerations involved in workforce downsizing and the impact on federal employees.